



**ST PATRICK'S**  
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.13

# Enrolment

Version 5: 20 January 2014  
Ratified by Board of Directors: Feb 2014  
Review Date: Feb 2017





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## **POLICY**

St Patrick's Technical College is a senior secondary College offering the South Australian Certificate of Education (SACE) and Australian School Based Apprenticeships for students at Year 11 and Year 12. The College's purpose is to not only deliver SACE to students, but also endeavour, through industry contacts and relationships, to place students into an apprenticeship.

The College is owned by the Catholic Archdiocese of Adelaide and is part of Catholic Education South Australia. The College has a heavy focus on technical training and targets areas where there are known trade shortages.

The College community wishes both to support and nurture young people in providing opportunities for training and development in a culture committed to principles of Christian care, excellence and success.

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## **ENROLMENT**

To be eligible for enrolment applicants must have a minimum of a Year 10 standard of education. Intake will depend on availability of places and the student's suitability for a trade. Places will be filled by a process of enrolment which includes application, assessment and interview. Students must agree to abide by all College policies.



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## **PROCESS OF ENROLMENT – STUDENTS WITHOUT SPECIAL NEEDS**

1. Enquiry made to the College – Prospectus, Enrolment Form and Information Pack is made available.
2. Enrolment Form lodged.
3. Aptitude assessment undertaken.
4. Interview conducted by senior staff member (Principal, Deputy Principal, Assistant Principal or Business Development Manager).
  - Items discussed include:-
  - Underpinning Christian ethos of the College;
  - Vocational interests of the student;
  - Curriculum;
  - School Based Apprenticeships;
  - College expectations;
  - Industry expectations;
  - Parent expectations;
  - Student expectations;
  - Fees and charges.
5. Selection process undertaken by the interviewing officer in consultation with the Principal. Selection is based on the following criteria:-
  - Aptitude – assessment across a range of areas including problem solving, mechanical reasoning, mathematical calculations and written communication.
  - Attitude – commitment to a trade, aspiration, determination to succeed and work ethic.
  - Academic ability – school performance and reports.
6. Offer of enrolment made by the Principal in writing.
7. Position accepted (on appropriate form) and lodged with the College.
8. A letter is sent to the parents/guardians advising them of the starting date and any other relevant information that is required.

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## **PROCESS OF ENROLMENT – STUDENTS WITH SPECIAL NEEDS (Physical, Medical, Emotional, Intellectual, Visual, Hearing)**

The College has accepted the processes for enrolling students with special needs as stated by the South Australian Commission for Catholic Schools.

Thus, prior to the College agreeing to enter into an enrolment contract with a parent/guardian of a student with special educational needs, it is crucial that both parties understand and accept responsibility for the various needs of the students and the limitations of the College. Therefore some additional enrolments steps take place. For students with special needs the enrolment process is as follows:



1. Enquiry made to the College – Prospectus, Enrolment Form and Information Pack is made available.
2. Enrolment Form lodged.
3. Aptitude assessment undertaken (if appropriate).
4. Interview conducted by senior staff member (Principal, Deputy Principal, Assistant Principal or Business Development Manager).
  - Items discussed include:-
  - Underpinning Christian ethos of the College;
  - Vocational interests of the student;
  - Curriculum;
  - School Based Apprenticeships;
  - College expectations;
  - Industry Expectations;
  - Parent expectations;
  - Student expectations;
  - Fees and charges.
5. The Principal contacts the Catholic Education Office Special Education Co-ordinator and other relevant persons agreed to by the family to conduct an interview with particular emphasis on the student's special needs. At the meeting specific information is obtained regarding the student's developmental, medical and academic history.
6. With the family's permission, a Special Education consultant is appointed who collects data from various agencies, previous schools and other professionals involved in the student's development to date.
7. Advice from outside agencies will be sought if required.
8. The Principal and Special Education consultant then summarise the data and make recommendations which are forwarded to the Special Education Co-ordinator at the Catholic Education Office.
9. With the parents/guardians approval the Principal discusses the enrolment application with a special needs employment agency to ensure possible work experience placements can be arranged.
10. Decision making process:-
  - The Principal will make the decision in consultation with the Special Education consultant following the completion of the process.
  - The Principal is charged with the responsibility for the final decision making in relation to enrolments.
  - The College reserves the right to cancel an enrolment.
11. If the enrolment proceeds, the Principal then initiates the development of a College Action Plan to manage the student's needs.
12. Offer of enrolment made by the Principal in writing.
13. Position accepted (on appropriate form) and lodged with the College.
14. A letter is sent to the parents/guardians advising them of the starting date and any other relevant information that is required



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## **SCHOOL-BASED APPRENTICESHIPS**

Every effort will be made to place students into Australian School-based Apprenticeships in the trade of their choice while attending the College.

Apprenticeship outcomes are coordinated by the Industry Relations Manager in consultation with potential employers and students.

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## **UNSUCCESSFUL APPLICANTS**

For students who have not been successful in gaining a place at the College the following procedure is to be followed:

1. A letter is sent to the parents/guardians advising them that the application for enrolment was not successful.
2. The opportunity to contact the Principal and/or the interviewing senior staff member will be offered to:-
  - Explain reasons why the application was unsuccessful.
  - Assist the student and parents/guardians to explore other appropriate opportunities or pathways.
3. Enrolment will be re-considered if requested in writing to the Principal.
4. If re-consideration is undertaken the following process will be followed:-
  - Documentation reviewed (school reports, aptitude test, interview notes, etc.).
  - Discussion held with interviewing senior staff member. For students with special needs other agencies will be consulted.
  - Students/Parents or Guardians may be required for further interviews.
  - The Principal will make the final decision.
5. When enrolment applications exceed available places, eligible students will be given the opportunity to be placed on a waiting list. As positions become available they will be filled from this list.

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## **RELATED POLICIES**

- *1.1 - Ethos and Charter*
- *1.4 - Staff Code of Conduct*
- *1.6 - Equal Opportunity*
- *3.2 – Ethical Business Practices*